



SHERIFF D.W. HILL

NELSON COUNTY SHERIFF'S OFFICE

An Equal Opportunity Employer

84 COURTHOUSE SQUARE, P.O. BOX 36, LOVINGSTON, VIRGINIA
EMERGENCY 911 ~ BUSINESS 434.263.7050 ~ FAX 434.263.7056

ESSENTIAL FUNCTIONS OF THE DEPUTY SHERIFF

In accordance with the Americans with Disabilities Act (ADA), the following list of essential functions is established as criteria for qualification to receive confirmed offers of appointment as a deputy sheriff with the Nelson County Sheriff's Office.

GENERAL SUMMARY: The work of the deputy sheriff involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. Deputy sheriff's also may be assigned duties as investigators, court security officers, crime prevention officers, School Resource Officers, department training officers, evidence technicians, field training officers, accident investigators, firearms instructors, DARE program officers, hostage negotiators, dog handlers or special response team officers. Work involves an element of personal danger. The appointee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks, which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

I. DUTIES AND RESPONSIBILITIES

A. Crime Prevention and Investigation

Performs preventive patrol in assigned beat; Continually observes for criminal activity, safety hazards, traffic violations, persons needing assistance, etc; Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines, potential problem areas; Conducts security inspections and surveys of buildings and businesses and makes recommendations regarding security, etc; Makes presentations to groups and individuals on subjects related to the job's tasks and functions; Handles complaints made by the public; Observes for, detects and investigates violations of laws and ordinances and documents those actions for future use; Conducts interviews and interrogations of victims, witnesses, suspects and offenders; Conducts searches of person, vehicles, places and things; Identifies and arrests offenders, including subduing resistive arrestees; Seeks and serves arrest warrants, search warrants and other court documents; Assists prosecutors in the preparation of cases for trial; Appears and testifies in court, juvenile hearings, at deposition sessions and similar proceedings; Enforces traffic and parking laws, including driving under the influence detection and apprehension; Controls, regulates and directs vehicular and pedestrian traffic; Investigates traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams; Assists disabled motorists; Deals with children of all ages in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions and informants.

B. Miscellaneous Order Maintenance

Deals with domestic disputes and other interpersonal and business contacts; Recognizes and corrects or reports public hazards and inconveniences, as gas leaks, traffic signals out of service, traffic obstructions and other safety hazards; Responds to specific requests for ambulance/fire service and assists as needed; Administers first aid, including CPR, to sick and injured persons; Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes, including determination of the circumstances and handling/removal of the body and dealing with the family, relatives, friends, witnesses, etc; Investigates reports of lost and found property; Investigates reports of missing and found persons; Investigates animal complaints, including the humane disposition of severely injured animals; Directs and/or supervises civilian appointees and the public at the scenes of crimes, accidents, disasters, assemblies, etc; Generally assists persons in distress.

C. Organizational Support

May perform desk duties, including telecommunications (telephone, computer terminal, radio), assisting persons at the counters of the Sheriff's Office, processing reports; Conducts background investigations for prospective deputy applicants; Attends training as assigned; Develops and maintains required skills and licenses/permits/certifications associated with area of special instruction, expertise, etc. (Firearms qualification, evidence technician, juvenile law, criminal investigations); Trains new deputy's and other deputy's in areas of special skills or expertise; Prepares clear, accurate and complete reports on any and all activities engaged in.

II. WORK CHARACTERISTICS/CONDITIONS

A. Scheduling

Deputy Sheriff positions involve regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Work shifts are normally twelve (12) hours in duration but may be extended in the event of emergency, disaster, manpower shortage, workload or work-in-progress.

B. Environmental Factors

Deputy sheriff positions involve exposure to and require the officer to function in the presence of the following: Inclement weather, to include extreme heat/cold, rain, snow, wind, etc; Light conditions associated with day and night; Fire, smoke, chemical leaks/spills as close proximity as necessary to provide emergency services; Personal danger, including but not limited to: Armed and/or dangerous persons/animals; Persons and/or articles with contagious/communicable diseases; Hazards associated with emergency driving, traffic control and working in and around traffic; Hazards associated with natural and man-made disasters.

C. Infectious Diseases

Because deputy sheriff's may be called upon in adverse conditions to come into physical contact with others, the county will not knowingly expose citizens or other appointees to an appointee infected with a contagious disease that poses a direct threat to others. Decisions regarding infectious diseases will be based on reasonable medical judgments given the state of medical knowledge about: a) the nature of the risk (how the disease is transmitted), b) the duration of the risk (how long is the carrier infectious), c) the severity of the risk (what is the potential harm to third parties, and d) the probability that the disease would be transmitted and will cause varying degrees of harm. (School Board of Nassau County v. Arline, 480 U.S. 273, 107 S. Ct. 1123, 1987).

III. PHYSICAL ABILITIES

The Nelson County Sheriff's Office has a strong interest in promoting confidence with the general public by having our appointees maintain a uniform, professional appearance and image. Uniforms, equipment items and personal appearance are regulated by the Department's General Order, Uniforms and Appearance. All deputy sheriffs must be able to wear and effectively utilize all Department issued items of uniforms and equipment as specified in the general order, regardless of assignment. This includes, but is not limited to: the field uniform (gun belt and included equipment; soft body armor; and specialized equipment).

A. Motor Skills/Flexibility

The deputy sheriff position requires the appointee to have and maintain the physical and mental ability needed to: React and move rapidly from a sedentary to active condition in response to environmental situations or events; Assume a variety of bodily position and postures necessary to employ available "cover and concealment" during a deadly force encounter; Respond to a physical attack and possess the ability to escape the attacker and/or summon aid; Operate a motor vehicle in a safe and prudent manner. Operate and qualify with the department-issued firearms, utilizing both hands, as well as each hand individually; Operate office equipment, such as telephones, audio/visual devices, computer or workstation keyboards, calculators and security locking systems; Operate all equipment necessary for performing routine daily assignments, apprehending and processing criminals and conducting both criminal and traffic-related investigations; Operate/utilize all Department vehicle mounted equipment whether in a mobile or stationary mode; Administer first aid, to include Cardio Pulmonary Resuscitation (CPR); Perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of the normal daily duty shift and rotating shift work; Apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force; Discern colors as they are applied in traffic safety situations (electric signals, signing, hazardous materials placards, vehicle and clothing descriptions, etc.); Adequately judge distances and estimate speed; See, read and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to "Department vision" standards; Determine or estimate the point of origin of noise; Recognize/relate sound to situations based on frequencies or voice inflection within the normal range of human hearing; Employ the normal senses of touch and smell.

B. Communicative Skills

The deputy sheriff position further requires the appointee to have and maintain the physical and mental condition needed to: Speak, read and write the English language in a clear, understandable fashion; reasonably identify and display basic non-verbal communications (body language); effectively relate to or communicate with a variety of personality types during interpersonal contacts.

C. Judgment/Decision Making Ability

The deputy sheriff position requires the appointee have the ability to: Comprehend and implement verbal and written instructions; Apply reasoning skills when confronted with circumstances requiring discretionary decisions; Establish priorities and construct subsequent plans when investigating incidents or events; Formulate and carry out an appropriate course of action for a given situation for which no specific rule or procedure has been established; Apply theory based instruction or training to actual incidents/situations; Handle situations firmly, courteously, tactfully and impartially; Retain and retrieve information furnished in the form of bulletins, verbal reports, training keys, etc; Be capable of receiving and giving instructions.

D. Emotional Psychological Stability

The deputy sheriff position requires the appointee to have the emotional and psychological stability required to: Cope with and perform day-to-day duties under the principles of discipline; Maintain self-control when receiving constructive criticism and/or being ridiculed; Continue performing all required tasks at a professional level when faced with unpleasant circumstances; Perform police duties without dependence on alcohol/narcotics; Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.



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SHERIFF D.W. HILL

Dear Applicant,

Thank you for your interest in an appointment with the Nelson County Sheriff's Office. We are currently accepting applications for: **Deputy Sheriff**
Entry Level Salary \$31,009.00

The qualifications for selection and appointment to a sworn position in the Sheriff's Office shall meet or exceed the minimum state qualifications that are set forth in § 15.2-1705, Code of Virginia and the requirements of the Sheriff's Office.

Individuals who wish to apply must:

Be a citizen of the United States;

Undergo a background investigation, which includes a fingerprint-based criminal history records inquiry into both the Central Criminal Records Exchange and the Federal Bureau of Investigation and may include a check of school records, credit history, inquiry as to character and reputation;

Have a high school diploma or have passed the General Educational Development (GED) exam; Associate degree or higher preferred.

Possess a valid Virginia driver's license at the time of employment with no minus points or suspensions;

Be at least twenty years of age;

Not have been convicted, pled guilty or no contest to a felony or any offense that would be a felony if committed in Virginia;

Not have any convictions for misdemeanor crimes;

Pass a written Police Officer Selection Test (POST) exam (exemption: previous or current DCJS law enforcement certification); study guides and practice tests are available at <http://www.tests.com/practice/police-test>

Complete an oral interview;

Pass a Polygraph Examination;

Complete a physical / medical examination conducted under the supervision of a licensed physician; at the expense of the Sheriff's Office

Pass a drug urinalysis;

Interview with the Sheriff;

For Law Enforcement appointments: § 15.2-1525, Code of Virginia and the requirements of the Sheriff's Office:

The applicant must live in Nelson County or be willing to relocate within a reasonable distance of the administrative Sheriff's Office, as determined by the Sheriff.

The closing date for this employment: **Until Filled.**

All applications for appointment and applicable paperwork must be submitted by this time to be considered. After the applications are reviewed, qualified applicants will be invited to take the written test.

If you have any questions regarding this process, please feel free to contact the Sheriff's Office.

I wish you the best of luck in this process,

Sheriff D.W. HILL



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APPLICATION FOR APPOINTMENT

This application must be received by the Sheriff's Office by the closing date.

P.O. Box 36, 84 Courthouse Square
Lovington, Virginia 22949

This application for appointment is only the first step in the selection process. After this application is reviewed and accepted you will be required to complete a Personal History Statement. Print all answers in **BLACK INK** or type. Failing to follow all directions and completely fill out this application will disqualify you from further consideration.

Appointees of the Nelson County Sheriff's Office and applicants for appointment shall be afforded equal opportunity in all aspects of employment without regard to their race, color, religion, gender, national origin, disability, age, sexual orientation, marital status or political affiliation. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the Sheriff's Office.

Position applied for _____ Social Security # _____

(one per application)

(Note: Completion is optional, failure to submit social security number on this form will not prohibit employment consideration. SSN may be required on other forms prior to employment)

Full legal name _____ Home Phone _____
Last First Middle

Address _____ Cellular or other Phone _____

City State Zip E-mail Address _____

1. EDUCATION - PROVIDE A COPY OF YOUR DIPLOMA, GED CERTIFICATE, AND/OR COLLEGE TRANSCRIPT

- a. Check highest grade completed ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12 Year completed _____
- b. If you did not complete high school, do you have a high school equivalency diploma? ☐ Yes ☐ No Year Received _____
- c. Check number of years of post high school education ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7

Name and Location of Institution	Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
1. _____					
2. _____					
3. _____					

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

2. EXPERIENCE - Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

May we contact your present supervisor? ☐ Yes ☐ No

- a. **Job Title** _____ **Duties:** _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____
Salary (start) _____ (finish) _____
Dates (mo/yr) _____ to (mo/yr) _____
Full-time _____ Part-time _____ Hours/week _____
Number and titles of employees you supervised _____
Equipment used _____
Reason for leaving _____
Your name if different from present _____
- b. **Job Title** _____ **Duties:** _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____
Salary (start) _____ (finish) _____
Dates (mo/yr) _____ to (mo/yr) _____
Full-time _____ Part-time _____ Hours/week _____
Number and titles of employees you supervised _____
Equipment used _____
Reason for leaving _____
Your name if different from present _____
- c. **Job Title** _____ **Duties:** _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____
Salary (start) _____ (finish) _____
Dates (mo/yr) _____ to (mo/yr) _____
Full-time _____ Part-time _____ Hours/week _____
Number and titles of employees you supervised _____
Equipment used _____
Reason for leaving _____
Your name if different from present _____

d. **Job Title** _____ **Duties:** _____
Employer _____
Address _____

Phone _____
Type of business _____
Immediate supervisor _____
Title _____
Salary (start) _____ (finish) _____
Dates (mo/yr) _____ to (mo/yr) _____
Full-time _____ Part-time _____ Hours/week _____
Number and titles of employees you supervised _____
Equipment used _____
Reason for leaving _____
Your name if different from present _____

e. **Job Title** _____ **Duties:** _____
Employer _____
Address _____

Phone _____
Type of business _____
Immediate supervisor _____
Title _____
Salary (start) _____ (finish) _____
Dates (mo/yr) _____ to (mo/yr) _____
Full-time _____ Part-time _____ Hours/week _____
Number and titles of employees you supervised _____
Equipment used _____
Reason for leaving _____
Your name if different from present _____

f. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

g. Automated word processing (specify equipment) _____
Typing speed _____ words per minute. Shorthand speed _____ words per minute

h. License (to include driver's), certificate or other authorization to practice a trade or profession. _____

Type	License Number	Granted by (licensing board)
_____	_____	_____

3. **REFERENCES** List names, addresses and relationships of three persons **NOT** related to you who know your qualifications:

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

4. **MISCELLANEOUS**

a. Check which shift you will accept: ☐ Day ☐ Evening ☐ Night ☐ Rotating ☐ Weekends Specify shift hours _____

b. Check which job status you will accept: ☐ Full-time ☐ Part-time (specify) _____

c. Check which employment status you will accept: ☐ Salaried (benefits) ☐ Hourly (No benefits) ☐ Part-time salaried (leave benefits only)

d. Are you willing to accept employment which requires you to travel? ☐ No ☐ Yes. If yes, ☐ During the day only, ☐ Occasionally overnight, ☐ Frequently overnight.

e. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?
☐ Yes ☐ No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

f. Section 2.2-2804 of the Code of Virginia prohibits any board, commission, department, agency, institution or instrumentality of the Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? ☐ Yes ☐ No.

If no, state reason: _____

g. Have you ever been convicted* for any violation(s) of law, including moving traffic violations. ☐ Yes ☐ No If YES, please provide the following:

Offense Description	Statute or ordinance (if known)	Date of Charge	Date of Conviction	Court of Conviction (City & State)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(For additional convictions use plain paper. Include all information listed above.) *Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)
____ Month ____ Day ____ Year

14. **CERTIFICATION--Each Application Requires Current Date and Original Signature**

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any appointment in the service of the Nelson County Sheriff's Office. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Nelson County Sheriff's Office to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____ **Applicants Signature** _____

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination without regard to their race, color, religion, gender, national origin, disability, age, sexual orientation, marital status or political affiliation.

Check the block for the racial or ethnic group with which you identify:

- ☐ White (includes Arabian)
- ☐ Black (includes Jamaican, Bahamians and other Caribbean 's of African but not Hispanic or Arabian descent)
- ☐ Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)
- ☐ Asian & Asian American (includes Pakistanis, Indians & Pacific Islanders)
- ☐ American Indians (includes Alaskans)

Check the block for the highest level of education you have completed (check only one):

- ☐ Less than 8th grade
- ☐ Completed 8th grade
- ☐ Attended high school
- ☐ High school graduate or equivalent
- ☐ Attended college and/or associate degree
- ☐ College graduate
- ☐ Attended graduate school
- ☐ Master's degree
- ☐ Graduate study beyond master's requirements
- ☐ Ph.D. or professional degree

Check the appropriate block:

- ☐ Female
- ☐ Male

Please indicate your date of birth: __/__/__

Position applied for: _____

FOR OFFICE USE ONLY

EEO Category: _____

How did you find out about this employment opportunity?

- ☐ Newspaper*
- ☐ State RECRUIT system
- ☐ Radio/TV*
- ☐ Agency Bulletin Board
- ☐ VEC
- ☐ Other (please specify)

*specify name of newspaper or other media

Attachment Number: _____

SUPPLEMENTARY EXPERIENCE FORM

Social Security Number _____ Position Applied For _____
Name _____

Job Title _____ **Duties:** _____
Employer _____
Address _____

_____ Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ____ Part-time ____ Hours/week ____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____

_____ Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ____ Part-time ____ Hours/week ____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____

_____ Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ____ Part-time ____ Hours/week ____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____

_____ Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ____ Part-time ____ Hours/week ____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____

_____ Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ____ Part-time ____ Hours/week ____ Your name if different from present _____